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File "Memos to DCI"

12 December 1979

MEMORANDUM FOR: Director of Central Intelligence

FROM : [] NSC Coordinator

SUBJECT : []

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1. As we discussed last night you have been unable to brief the President on many subjects that, [] warranted his attention. Even assuming that more "normal" briefings will resume in the future some of the topics may not keep. Therefore, both to keep the President informed and to keep the analysts, who have spent much time and effort in their development, from getting discouraged, it is recommended that some of these topics be treated as [] annexes. [] 25X1

2. If done well, those topics marked for treatment [] as annexes can result in an improvement in those annexes. On balance many of the annexes now being done represent a synthesis of some production effort already underway or of somebody "writing a piece" on some subject suggested as a suitable topic. Often this results in an annex which either is straight reporting or appears to be telling a story. When topics are developed for your briefings, on the other hand, the object is to develop a thrust in order to get a particular message across to the President (whether providing him a background for decisions he will be facing; telling him something he would not/is not getting otherwise; or even suggesting policy alternatives). The key question we probe for is "what is important in any given situation that we want to get across to the President." Therefore, if a topic has been prepared for a [] Briefing, [] I think it 25X1

Jewel
important that the annex be developed from the talking points/thrust outline rather than simply allow someone to take the topic and write a paper. []

3. The attached folder contains the talking points/outlines of subjects either ready for presentation now or being worked. Following is our recommendation of how these could be handled. It is requested that you:

a. Look over the outlines

b. Note on the outlines as well as in the box below your desired disposition [] as well as any desired changes.

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